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**Subject: Vendor Contracts**

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Effective Date: October 1, 2011

Revised from: October 1, 2010

**Policy:** A fully executed Kansas WIC Program Vendor Participation Contract must be on file in the State Agency (SA) for all Kansas WIC authorized vendors.

In order to facilitate the management of WIC vendors, all vendors are assigned to one of three vendor management groups. The management groups are arranged by county and contain a comparable number of vendors. Each vendor group has a different three-year contract cycle.

Each year, the contract of one vendor management group expires. Vendor contracts are not automatically renewed. The standard WIC vendor contract is in effect for three years.

**Procedure:**

1. The LA shall monitor vendors whose contracts are due for renewal. Refer to [VEN 06.00.00](#) Vendor Monitoring.
2. The LA shall forward copies of all monitoring paperwork to the SA for review.
  - a. The SA will make the determination if the vendor is in compliance with all Evaluation and Selection Criteria as outlined in [VEN 02.01.00](#) Vendor Evaluation and Selection Criteria.
    - ◆ If the vendor is found to be eligible for contract renewal, a Vendor Participation Contract will be sent to vendors as soon as possible after the evaluation process is complete, but no later than 15 days prior to the expiration of the current contract.
    - ◆ If the vendor is found to be ineligible for contract renewal, the vendor's contract will be allowed to expire on September 30. The SA will notify the vendor by certified mail no later than 15 days prior to the expiration of the current contract.
      - (1) Vendors in this situation do not have the right to appeal the decision.
      - (2) The vendor must return the WIC authorized vendor stamp to the LA or SA within 7 days after the contract expiration date and remove the WIC decal from the store window. The LA must forward the stamp to the SA within 7 days of receipt from the vendor.
  - b. The SA shall forward a copy of all information provided to the vendor if the contract renewal is denied.

**Kansas WIC Program  
Vendor Management Groups**

Contract Years Begin Oct 2010, 2013	Contract Years Begin Oct 2011, 2014	Contract Years Begin Oct 2012, 2015
Group 1	Group 2	Group 3
Counties Included	Counties Included	Counties Included
Anderson	Atchison	Allen
Barton	Barber	Bourbon
Cheyenne	Brown	Butler
Clark	Chase	Crawford
Decatur	Chautauqua	Ellis
Dickinson	Cherokee	Greenwood
Douglas	Clay	Johnson
Finney	Cloud	Miami
Ford	Coffey	Neosho
Franklin	Comanche	Osage
Geary	Cowley	Osborne
Gove	Doniphan	Phillips
Graham	Edwards	Rooks
Grant	Elk	Russell
Gray	Ellsworth	Sedgwick
Greeley	Harper	Shawnee
Hamilton	Harvey	Smith
Haskell	Jackson	Wabaunsee
Hodgeman	Jefferson	
Kearney	Jewell	
Lane	Kingman	
Leavenworth	Kiowa	
Linn	Labette	
Logan	Lincoln	
Marion	Lyon	
Meade	Marshall	
Morris	McPherson	
Morton	Mitchell	
Ness	Montgomery	
Norton	Nemaha	
Pawnee	Ottawa	
Rawlins	Pottawatomie	
Rice	Pratt	
Rush	Reno	
Scott	Republic	
Seward	Riley	
Sheridan	Saline	
Sherman	Sumner	
Stafford	Washington	
Stanton	Wichita	
Stevens		
Thomas		
Trego		
Wallace		
Wilson		
Woodson		
Wyandotte		